

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short-Run Copying of Legal Papers

as requisitioned from the U.S. Government Printing Office (GPO) by the

US Department of Energy
Dyncorp
Richland, Washington

Single Award

The term of this contract is for the period

Beginning October 1, 2000, and ending September 30, 2001

Third-party couriers will not be permitted. The contractors must pick-up and deliver the finished product without the aid of outside courier service(s).

CONTRACT TERM: The term of this contract is for one year (the base year), and two option years. Attention is directed to the clauses: "Economic Price Adjustment," "Paper Price Adjustment," and "Option to Extend the Contract Term."

THIS IS A NEW OFFERING

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA time on September 12, 2000.

For information of a technical nature call Ken Foster; other questions should be directed to the contract administrator, Irene Olafson Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera copy or furnished sample

SUBCONTRACTING: The predominant production function is copying. Subcontracting is not permitted in part or whole in any aspect for the production of work placed against this contract.

SECURITY: The contractor must have a security controlled storage area to store all Government furnished legal documents and copies. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and waste, etc., must be destroyed.

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement. This agreement must be signed by the vendor before documents or items will be released by this office for duplication.

1. Documents and/or items received by the vendor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being copied, they will be securely stored in a location, which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized.
3. All documents and/or items received by the vendor must be returned to the ordering agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during duplication.
4. All waste paper created during duplication of the documents and/or items must be destroyed immediately by the vendor after the originals are returned to the agency.
5. The facility receiving documents and/or items must be designated a drug-free work place.
6. **Third-party couriers will not be permitted.** The contractors must pick-up and deliver the finished product without the aid of outside courier service(s).

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The total duration of this contract, including the exercise of any options will not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause.** Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from October 1, 2000 through September 30, 2001. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECURITY WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of color and monochromatic (black) laser copying of flat forms requiring such operations as disassembling - reassembling of camera copy, copying, binding, packing and delivery.

TITLE: Short-Run Copying of Legal Papers.

FREQUENCY OF ORDERS: Approximately 40 orders per year, about 10% of these orders will be considered "Premium Payment". Premium Payment orders will not exceed 5,000 aggregate impressions per print order.

Approximately 70% will be in format "A".
Approximately 30% will be in format "B".

PAGES: Approximately 3,000 pages per order. An occasion order may have up to 10,000.

QUANTITY: Approximately 80% will be up to 2 sets and the balance will be 3 or more sets.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": Up to and including 8-1/2 x 11"

Format "B": Over 8-1/2 x 11" up to and including 11 x 17".

GOVERNMENT TO FURNISH:

Camera copy consisting of line art; most to be reproduced same size; however, some orders may require that all contents be reproduced at 8-1/2 x 11". All originals "must" be returned to the agency in the same condition as when picked up (e.g., all staples that were removed must be re-stapled, folded originals must be re-folded, etc.).

Print orders.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

COPYING: Copying equipment must produce clear, sharp reproductions. Duplicate originals for face only, head-to-head, or head-to- foot in black. The majority will be face only copying.

Color copying: Flat sheet forms print face only in full color. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials.

Color and black only enlargements mounted on suitable foam core backing to be used as displays. Displays may be as large as 48 x 48", the contractor may produce the image to be displayed in sections, as long as the sections register when mounted.

When required, copy outside of each file folder and use as a cover sheet. All items in folder are to be copied and delivered in the same order and condition as original folder (e.g., if original prints face and back then copies must be face and back, if original file contains stapled sets then copied sets must be grouped by placing rubber band or other suitable separator, etc.).

Copy all file contents including any post-it notes, etc., to the next format size.

When required, copy or label tabbed dividers face only in black on the tab.

Binder inserts will copy on white vellum cover stock of suitable trim size to accommodate the clear vinyl pockets on the front and spine of each binder.

STAMPING: Bates stamping or equal; sequentially stamp each page. Stamping may require an alphanumeric prefix or suffix up to 8 characters. Stamping may require up to 12 characters, which includes the prefix or suffix. Approximately 80% of all orders will require sequential numbering.

PROOFS: None required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated July, 1999.

White Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10 or White Bond, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code G10

White Vellum Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L20.

Tabbed dividers: White or manila pre-manufactured tabbed dividers. Dividers will be drilled for a standard 3-ring binder with a Mylar reinforced binding edge. Drilled holes must be in the area of the Mylar reinforcement. Trim size will be 8-1/2 x 11" with a standard 1/2" tab for an over all size of 9 x 11". Tabs will be of standard tab cut(s) as required without mylar.

MARGINS: Margins are to be the same as originals on 1:1 reproductions and proportionally the same on reductions. On small sheets that are to be reproduced on 8-1/2 x 11", place image approximately center.

BINDING: File folder contents are to closely duplicate the original, including any drilling, folding, etc. Each duplicate file folder set must be banded (either paper or rubber) or tied securely so that contents will remain intact during normal shipping and handling.

Sets are to be collated with tabbed dividers as required.

Drill three 3/8" or 5/16" diameter holes centered on the 11" side, 4-1/4" center to center. Center of holes to be 3/8" or 5/16" from left edge of product for all three ring binders. Other drilling may require 2 to 4 holes per sheet.

Orders with binders will require that the tabbed dividers and text be inserted onto the rings of the binder. Also, that the front cover and spine inserts will be inserted onto the clear outside pockets of the binder.

Comb binding will include collating, punching, and inserting a suitable black plastic comb on the left 11" side.

CONSTRUCTION:

Binders:

Vinyl covering and clear vinyl pockets shall be electronically/ dialectically heat sealed over No. 1 quality binders boards, 0.100" thick, plus or minus 0.0025" forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. The concealed metal backbone to be securely riveted to the metal loose-leaf element with no free play, by not less than two metal rivets. Extruded clear vinyl pocket closures at the outside edge of front and back covers plus backbone.

Metal Loose-leaf standard element with three standard shaped rings of 2-1/2" capacity, spaced 4-1/4-inch center to center equipped with opening and closing levers at each end. Metal element must be of standard weight and thickness and machine finished, no rough edges, opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free play. All exposed metal parts shall be nickel plated and corrosion resistant. The two exposed rivet heads on the backbone to be black.

Program 2066-S; 5 yr.

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Sort Run Copying of Legal Papers

Each binder to be equipped with two full-length plastic sheet lifters. All corners rounded.

PACKING: Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

LABELING AND MARKING (Package and/or Container Label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Case number and either "ORIGINALS" or "COPIES" must be indicated on packing container.

DISTRIBUTION: Deliver f.o.b. destination to:

**Department of Energy
DynCorp
940 Northgate
Attn: Linda Perkins
Richland, WA 99352**

And other destinations in the Tri-Cities, WA area. Inside deliveries will be required on most orders.

Upon completion all Government furnished materials are to be returned to the ordering Department in the original order, manner, and condition.

All expenses incidental to picking up of Government furnished materials and returning materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the ordering agency.

Orders will require from 1 to 4 workdays for complete production and delivery from the time ordering Department notifies the contractor that Government furnished materials are available for pick up.

Premium Payment Schedule: On occasion, an order may require complete production less than 24 hours.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract.

These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

		(1)	(2)
I.	(a)	(1) 102,816	44,064
		(2) 38,556	16,524
	(b)	(1) 18,144	7,776
		(2) 6,804	2,916
II.	(a)	(1) 11,424	4,896
		(2) 4,284	1,836
	(b)	(1) 2,016	864
		(2) 756	324
III.	(a)		960
	(b)		135
	(c)		72
	(d)		18
	(e)		20
	(f)		4
	(g)		60

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION: The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper as required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified.

This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bids offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fraction quantities ordered will be prorated per the 100 rate.

I. PRINTING/COPYING, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete disassemble, reassemble, stock, copying, collating, slip sheeting, packing and distribution of the products listed in accordance with these specifications.

All copying is one side only.

Stock prices must be included in the run cost.

	Format A (1)	Format B (2)
(a) Black copying, per impression		
(1) One to two sets	\$ _____	\$ _____
(2) Three or more sets	\$ _____	\$ _____
(b) Color copying, per impression		
(1) One to two sets	\$ _____	\$ _____
(2) Three or more sets	\$ _____	\$ _____

(Initials)

PREMIUM PAYMENT SCHEDULE: Less than 24-hour delivery.

- II. PRINTING/COPYING, PACKING, AND DISTRIBUTION:** Prices quoted shall include the cost of all required materials and operations necessary, for the complete disassemble, reassemble, stock, copying, collating, slip sheeting, packing and distribution of the products listed in accordance with these specifications.

All copying is one side only.

Stock prices must be included in the run cost.

	Format A (1)	Format B (2)
(a) Black copying, per impression		
(1) One to two sets.	\$ _____	\$ _____
(2) Three or more sets.	\$ _____	\$ _____
(b) Color copying, per impression		
(1) One to two sets.	\$ _____	\$ _____
(2) Three or more sets.	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS;

- | | |
|--|----------|
| (a) Bates numbering or equal, cost per 100 stamped numbers. | \$ _____ |
| (b) Black only displays mounted on a suitable foam core backing, cost per square foot. | \$ _____ |
| (c) Color displays mounted on a suitable foam core backing, cost per square foot. | \$ _____ |
| (d) Collating, punching and inserting a suitable black plastic comb, per book. | \$ _____ |
| (e) Binders, 2-1/2" capacity: complete with vinyl covering, sheet lifters, clear vinyl pockets, vellum inserts, copied in black thereon, and metal loose-leaf elements, per binder | \$ _____ |
| (f) Tabbed dividers: Copying on one side in black. Cost to include pre-manufactured tabbed dividers, drilling, collating, and inserting into the binder, per 100 tabbed dividers | \$ _____ |
| (g) Drilling text with 2 to 4 holes per sheet, cost per 100 sheets. | \$ _____ |

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices, initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)